



NACOGDOCHES COUNTY

Job Opportunity

Position: Court Bailiff

Open Until Filled

Department: 145th District Court

Starting Salary Range: \$35,200 to \$38,513 per year, depending on experience
plus: up to \$1800 per year Peace Officer Certificate pay

benefits: paid health insurance, paid holidays, vacation & sick leave, retirement

Type: Regular, Full-Time

General Description:

Under the direction of the District Judge, this position provides protection and security for the 145th District Court. Ensures the safety of judges, courthouse staff, jurors and the general public. Maintains order in the courtroom and performs official peace officer duties of the court. Performs certification calls and completes paperwork for bond forfeitures. Completes written jail disposition sheets. Pulls files for daily court dockets. Acts as court messenger. Performs additional duties as assigned or needed.

Knowledge, Skills & Abilities:

- Knowledge of security procedures, county and state laws
- Ability to physically restrain people
- Ability to serve in a law enforcement capacity in a responsible and effective manner
- Knowledge of criminal, civil and juvenile law enforcement and court procedures
- Knowledge of courthouse operations
- Knowledge of, training in and ability to use firearms
- Ability to coordinate duties with other peace officers
- Excellent verbal and written communication skills
- Excellent ability to interact with the public
- Ability to multi-task in a professional office and court environment
- Knowledge of telephone procedures and etiquette
- Knowledge of filing systems
- Ability to maintain confidentiality

Additional Information:

- Work has the potential to be dangerous
- Work performed indoors with some outdoor exposure
- Requires ability to sit, stand and walk for extended periods of time
- Requires ability to safely perform law enforcement physical restraint procedures

Qualifications:

- Graduation from High School or GED
- Law enforcement experience required
- Texas Commission on Law Enforcement Peace Officer Certification required

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961